



Parent Handbook

TSA Locations:

4750 McWillie Drive
Jackson, MS 39206
601.982.0305 (P)
Building #1

4753 McWillie Drive
Jackson, MS 39206
601.982.3899 (P)
Building #2

4755 McWillie Drive
Jackson, MS 39206
601.487.6559 (P)
Building #3

Hours of Operation

7:00a.m. – 5:30p.m.

Monday-Friday

Philosophy

The Scholar's Academy program is to help children become independent, self-confident, enthusiastic and great learners. They are provided the opportunity to think for themselves make decisions, develop problem-solving skills and express them-selves through communication.

Mission

The Scholar's Academy provides a safe environment where children can learn and play while growing physically, intellectually, emotionally and socially.

Motto

"Educating our Leaders for Tomorrow"

The Scholar's Academy is a preschool for primarily Infants through Five-Year-old. After school care is provided for ages 5-12. Extracurricular activities are provided for children participation of both preschool and afterschool. We have special rooms in place for tutoring and homework help if needed.

Goals:

- I. To facilitate a safe, caring, and fun environment to provide an education of high quality.
- II. To align a curriculum that will prepare children for the common core curriculum of school age.
- III. To instill qualities of respect, good mannerisms, and proper etiquettes.
- IV. To provide educational resources and extracurricular activities that promote socialization, health, and advanced learning.

There is no discrimination on the grounds of race, color, sex or national origin in the administration of our educational policies and application for admission or employment practices.

Staff

1. **Owner**
2. **Executive Director**
3. **Director**
4. **Director Designees**
5. **Teachers**
6. **Assistant Teachers**
7. **Substitutes and Volunteers**
8. **Cook**
9. **Custodial Worker**
10. **Transportation Worker**

Hours of Operation

The Scholar's Academy opening and closing hours are 7:00a.m.-5:30p.m., Monday-Friday. We are closed during reserved holidays as listed;

Martin Luther King, Jr. Day, Independence Day, Labor Day, Thanksgiving Day and Friday after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas, Good Friday, and Memorial Day. A day is reserved for advanced training and all parents will be notified in advance of closure day. *A full week tuition will be accessed during a holiday week.*

Closures

The Scholar's Academy will be closed for listed holidays above and inclement weather. In the event of inclement weather prior to opening hours, parents will be contacted by faculty of closure. In the event of inclement weather during opening hours, faculty will contact parents for child/children to be picked up or check your local weather channel.

Daily Schedule

Varies by age group.

- ❖ *Hand Hygiene will be performed prior to eating, after potty, after outside play, and as indicated for healthy hygiene.*

All classrooms will have a schedule of daily activities of learning and is posted in each classrooms.

Enrollment

Prior to a child being enrolled in our facility, the following documents are required.

1. **Complete application**
2. **Proof of immunization (Form 121)**
3. **Certified copy of the child's birth certificate**
4. **Emergency contacts**
5. **Authorization for pickup**
6. **Medical history**
7. **Other forms (photo authorization, field trip permission, signed handbook form, etc.).**
8. **Child Nutrition Meal Application**

The Scholar's Academy is regulated by the state of Mississippi/Human Services Department. Our records will be evaluated by them periodically. This is done annually. It is very important whenever your child receive shots that you bring a current copy to the Center.

Once the facility has all required documents, the child's parent will be notified and given a start date.

Tuition fees: Registration Fee: \$100.00 (NON-REFUNDABLE)

Infant-\$140.00/Weekly

Toddlers-Preschool: \$135.00/Weekly

Afterschool: \$80.00/Weekly

Summer-Camp: \$100.00/Weekly

Drop-In Fees: \$35.00/ Per Day

There will be a \$100.00 Enrollment fee that is due annually by September 1st. Tuition is due every Monday and will be late if not paid by Tuesday prior to closing. A late fee in the amount of \$10.00/Day will be charged to the balance of tuition. The Scholar's Academy accept cash or Money Orders only and checks, *payable to: The Scholar's Academy*. If a Non-Sufficient Fund is charged to your account, you will not be allowed to write a check to TSA anymore. In the event that overdue tuition is not paid by Wednesday of each week, we reserve the right to withdraw the child from the facility. Parents are expected to pay tuition in the event that a child is sick in order to hold their spot. After three weeks of being delinquent, that parent will receive a letter from the school attorney.

Parents have the option to pay tuition monthly if preferred. Monthly tuitions are due on the 1st of each month. If tuition is not paid by closing on the 5th of each month a late fee of \$10.00/Day will be charged to the balance starting on the 3rd of the month.

If you are a new parent to The Scholar's Academy, you will pay a registration fee when your child is enrolled. Registration fees are **NON-REFUNDABLE**.

Waiting List

The Scholar's Academy will retain a waiting list for 1 year. When a slot becomes open, we will go in chronological order with call backs. We will give 3 call attempts and if no response, that child slot will be filled with the next available child.

Withdrawal

A written two-week notice is required prior to withdrawal from the facility, by the parent. If a two-week notice is not written and the child is removed without notice, the parent will be charged for two weeks of tuition.

Absences

Tuition is calculated on a basis of the entire year. Therefore, no reductions can be made for vacations, school holidays, sicknesses, inclement weather, emergency closing such as a break in the water main line, loss of power, etc. Parents should notify the facility by 9:00a.m or the day before if a child will be absent.

Separation of Siblings

Siblings are not allowed to be in the same classroom; they must be separated in order to help maintain a structured classroom. This will ensure each child receives the requirements needed to move to the next level.

Termination

The Scholar's Academy may terminate a child in the event of the following;

1. Child fighting or biting of other child/staff after 3rd attempt to redirect misconduct.
2. Physical or verbal abuse of staff/child by parent or child.
3. There is an absolute zero tolerance for WEAPONS and if brought on campus will result in immediate termination and reported to appropriate authorities.
4. Failure to pick up child when called. (Jackson Police Department will be notified)
5. Late picking up child, after 3 times in a month, parent will receive a verbal warning, 4th termination. (All late fee are to be paid)
6. Tuition is delinquent.
7. If child necessities are not provided such as completed forms, proper clothes and shoes, food, etc.
8. Failure to adhere to policies and procedures.
9. The center's inability to meet the child's needs.

In most events our facility will give a two week notice prior to termination, unless it is a repeated violation.

Liability Insurance

The Scholar's Academy is not currently offering liability insurance at this time.

Arrival and Departure

Our facility opens at 07:00 a.m., No child shall be left or dropped off in front of facility before 07:00 am. Parents or whomever has written permission from guardian is responsible for signing their child in and out.

Parents need to inform our facility in writing of persons' that will be authorized to pick up child. Everyone picking up a child must show proper identification to a staff member before child is released.

We will not release a child to a minor or a driver suspicious of drug/alcohol influence.

Parents or authorized person picking up a child needs to ensure proper child seats and placed in back of vehicle, buckled up. We ask that you pay careful attention when walking your child in and out of facility. Always watch for cars coming around the building. We ask that you park in a parking spot and not in front of the building. Please drive slowly on facility grounds.

Closing hours are 5:30p.m and all children are expected to be picked up by then.

After 5:30p.m there will be a \$25.00 late fee charge. Every five minutes after 5:30 p.m. will be \$5.00. If the child is not picked up by 6:00p.m. We will attempt to call the parent or authorized individual to obtain the student. If no one is reached, the Jackson Police Department will be notified.

If parents have a custody agreement in place, TSA would appreciate written approval of the parents' plan to drop-off and pick-up the students from TSA.

Release of Information

TSA will not release any information such as names, addresses, telephone numbers, child information or employee information.

Parental Code of Conduct

The Scholar's Academy promotes excellence and conduct and deem it necessary to expect the same from our parents. We ask that parents use appropriate language when in the school and limit any use of loud talking, profanity, gossiping, bullying, propaganda, or any form of harassing. We also ask parents to eliminate the use of the cell phones within the school in order to maintain an atmosphere that is conducive for learning. Parents will be asked to limit conversations during arrival and departure time, since this is the most critical time for effective communication between the parent and the teacher.

Parent Dress Code

In order to promote excellence in our dress, we ask parents to please respectfully in the presence of young children. It is necessary to cover all body parts with appropriate garments to present in appropriate exposure. Parents are also asked to refrain from wearing nightwear (i.e. pajamas, sleeping shirts, shorts shorts, etc.) in the school or during drop off/pickup in order to maintain a clean atmosphere all around.

Personal Belongings/Prohibited items

Things to Bring: Personal Blanket, Change of Clothes (shirt, shoes, pants, underwear, socks), Nap Mat, Kleenex, Diapers if needed, Formula.

(Supplies for 3 to 5 years old)

- **Construction paper (1 pk Multi Color)**
- **Crayons**
- **Glue**
- **Scissors**
- **Pencils (large)**
- **Kleenex**

Please Label all personal items with name and or child's initials.

Things Not to Bring: Toys (unless instructed by teacher), Cell phones, Electronic Devices, Money, Jewelry. The center will not be responsible for the items listed.

TSA Does Not allow weapons of any kind, including play weapons on facility grounds.

Absolutely no food or drink of any kind will be allowed in the Center. Exception-Birthday parties for our children. Any other food must be prepared and consumed by qualified staff of the center. This allows us to know where foods come from and how it is prepared to prevent certain illnesses and poisonous situations.

Uniforms

The Scholar's Academy adopted a dress code policy in order to maintain uniformity. Parents are not allowed to add to or take away from the specified uniform policy. Proper attire is to be worn by all students. Cookie Kids is our current uniform distributor. Parents must purchase The Scholars Academy uniforms from the approved uniform company. A uniform violation form will be issued to students who fail to meet required guidelines of the school dress code policy. If this policy is not adhered to, this offence will be grounds for termination.

Monday, Tuesday, and Thursday

1. Light Blue or Navy polo shirt (short or long sleeves) with navy bottoms (NO leggings, jeggings, or joggers)

2. Girls may also wear navy skirt (navy tights, white, or black socks ONLY)

Wednesday

1. Girls-Plaid jumper, white collar blouse, white socks, black or navy closed toe shoes
2. Boys-Navy bottoms, with oxford shirt, plaid tie, navy socks and back shoes

Friday

1. The Scholar's Academy t- shirt
2. Blue jeans

Shoes

1. Approved Colors: white, navy, black, brown, grey, or any combinations of these colors.
2. Ankle length or riding boots may be worn only if it contains a solid color. Multi-colored boots, boots with fur, balls, or other dangling attachments are not allowed.
3. Students are not allowed to wear shoes that light up, make sounds, or cause any visible distraction. Other shoes that are not allowed are Crocs, flip flops, sandals, multi-colored shoes, etc.
4. Any shoe that the administrator deems inappropriate will not be allowed.

Special Requirements

1. The first Friday in the month is considered Free Dress Friday.
2. Students are required to wear free dress on certain special occasion days.
3. Uniforms must be clean, neat, and ironed daily.

The administrative staff reserves the right to amend the uniform profile should a problem arise that is in direct violation of the goal to achieve uniformity.

Hair Styles and Accessories

Infant, Toddlers, and Two year old students are not allowed to wear hair beads to school. Beads pose an ingestion threat for young children. Parents are encourage to use a very limited amount of barrettes for this age group for safety issues.

Grounds

When arriving and departing from the sites, please reframe from playing music loud. In addition, we will not allow parents entering the facilities smelling like drugs. If this policy is not adhered to, it will be grounds for termination.

Meals

The Scholar's Academy will provide a nutritious breakfast, lunch, and two snacks to preschool children. After School or School Age children will receive one nutritious snack. Breakfast will be served between 7:35a.m -8:15.m and lunch between 10: 45a.m -11:30 a.m. Snacks will be served between 1:45 p.m-3:45 p.m. and 3: p.m-3:45p.m. We will attempt to follow these meal schedules as close as possible.

If parents are late dropping a child off after scheduled meal times, then the parent is responsible for feeding the child a nutritious meal prior to drop-off. All children will be encouraged to eat their meals; however, we cannot force a child to eat if they choose not to. If a child does not eat their meal or snack, they must wait until the next scheduled meal or snack time. *The only exceptions will be if the child must have food with medication.* Parents are allowed to send a packed nutritious meal once a month for the child to eat. If the meal is not nutritious then we will supplement with TSA's meal.

Allergies Policy

Parents must provide copies of all necessary information associated with child's allergy. This includes doctor's excuse, explanation of care and treatment, medicines used and continuity of care. Parents must inform the school of any changes that may occur immediately after notification of the changes.

1. Children with asthma should have an asthma action plan completed by their pediatrician and kept on file at the school.
2. Parent of students with food allergies need to provide a physician plan in writing for the students specific needs
3. Students requiring the use of an Epi-pen or inhaler must have current information of file at the school's office

Birthday/Holiday

Due to the overwhelming demand of individual birthday parties, one monthly party will be planned for all students who celebrate a birthday within the month. Guests must be students of the school only. Thirty minutes is the maximum amount of time for a party, and an extra ten minutes to set up. Party invitations will not be passed out at the school, unless every child in the class receives an invitation. Parents are welcome to provide refreshments for their child's birthday. All items must be store bought and not home cooked. There must be enough refreshments for each child in the participating classroom. Food items can include cake, ice cream, fresh fruit, cupcakes, cookies, etc. Party favors are encouraged for each child. There will be a set date on the monthly calendar for all birthday celebrations.

TSA will have holiday parties throughout the year. Parents will be given advanced notice of festivities.

Abuse

If any employee at The Scholar's Academy has suspicion or evidence of child abuse or neglect, it will be reported immediately to the Mississippi Department of Human Services and/or local authorities.

Corporal Punishment and Isolation-Zero Tolerance Policy

The use of corporal punishment and isolation as disciplinary measures in The Scholars Academy classrooms is forbidden. The use of corporal punishment and isolation is ground for termination. The classroom staff are responsible for developing and implementing, consistent, age-appropriate rules and expectations for children. Classroom staff should model problem solving skills in effort to reduce the potential need for discipline. Classroom staff should anticipate and eliminate sources of trouble whenever possible and respecting and acknowledging children's feelings.

Corporal punishment is defined as the use of physical force as a disciplinary measure. This includes, but is not limited to, spanking, slapping, pulling hair, etc.

Isolation refers to separating a child from normal association with classroom activities as a punishment measure. Isolation includes, but is not restricted to, confining the child in a small area, retaining the child in the classroom when other children play, or restricting the child from lunch with his/her classmates.

Discipline

There will be no use of corporal punishment here at TSA by parents, employees, caregiver, or child. If parents do not adhere to this policy, it may result in termination. Examples of corporal punishment are hitting, spanking, beating, shaking, pinching, biting, and any other measures that produce physical pain.

At The Scholar's Academy we use positive reinforcement. This technique is used to modify the child's behavior by reinforcing desired behaviors. We also use discussion and intervention, redirection, time-out, loss of privileges, and logical consequences. Time-out will not be used for any child younger than three.

Repeated incidents will be notified to parents by the Director in writing.

1st incident: Verbal Warning

2nd Incident: Written Warning

3rd Incident: Call Parents

4th Incident: Conference arranged with parents, Director, and staff

Any incidents thereafter may result in suspension or termination from facility until further notice.

Infant Sleeping Position

In compliance with the recommendation of the American Pediatrics Association concerning SIDS (Sudden Infant Death Syndrome), The Scholars Academy will place infants on their back for sleeping. If parents wish their child to be placed on his/her stomach for sleeping, parents must sign an Authorization of Sleeping Position Form.

Transportation

TSA will provide transportation for field trips and after school children. We do not provide transportation to and from preschool. We will go on field trips by TSA's van. The van will always be operated by a licensed driver. All occupants of the van are covered by insurance. All children are to remain seated and in their safety belts. Parents are responsible for providing appropriate car seats and booster seats for transport. No child will be transported without proper restraint device.

Field Trips

Field trips are an extension of learning and are considered extracurricular activities for our children. We will ensure that trips are age appropriate. Parents will be notified in advance in preparation for the field trip. Parents must sign a permission of field trip form prior to child participation. Parents are always welcome to accompany along on field trips but are not required to attend.

Photography

TSA will take photos of children participating in activities. We will place them in our facility for display. We will ask for parents' permission to publish photos in newspaper, articles, or online social network. All parents will be provided a release of photo authorization form. School pictures will be taken during some point of the school year and will be available for purchase by parents. We will notify parents in advance of school pictures day.

Swimming

TSA does not have a swimming pool on facility grounds. However, we may take children swimming during summertime off campus. TSA will provide on campus water activities during the summer. Lifeguards will be provided for safety and proper staff to child ratio at all times during water activities.

Parents are to provide proper swim wear when water activities are planned. This also includes towels and proper swim shoes.

Fire Safety

TSA has a fire and disaster plan in which a drill will be done monthly with the children and staff. The center will be inspected regularly for fire safety.

Emergency Evacuation Plan

In the event of an emergency in which children need to be relocated, the relocation site is Chastain Middle School and McWillie Elementary. All parents will be notified of temporary relocation and events that are taking place.

Policy Changes

Established policies may change at any time to benefit smooth operation. However, when policies may change, parents/guardians will be notified.

Illness/Injuries

In spite of precautions, accidents and illnesses, major and minor do occur. In either case, injuries or illnesses needing medical treatment deemed by the staff will be rendered. Parents will be notified immediately. If the child needs immediate attention, the center will be responsible for transferring the child to a nearby hospital or to a hospital of the parent's guardian's choice. In light of this, it is imperative that the Center maintains emergency information for each child.

Injured Child

An accident form will be completed, and a copy sent to the Department of Health; parents/guardians will receive a copy and the pink copy will remain in the child's folder. This is strictly accident not incidents. However, incident reports will be kept on file at the Center.

Biting Policy

Biting is common natural developmental condition that typically occurs in young children between thirteen and twenty-four months of age. It is an emotional issue for children, parents, and caregivers. The following biting policy will be followed if and when biting occurs in any of the classrooms.

Reasons Why Children Bite

1. Children bite because they are frustrated, tired, or hungry.
2. Children bite when trying to get the attention of the caregivers.
3. Children bite when teething because biting helps relieve the pressure resulting from a new tooth breaking through the gums.
4. Young children are territorial in their behavior and bite when they feel threatened.
5. Young children have very limited, if any social skills. They have not learned self-control or social skills.

Actions Taken by the Caregiver When a Bite Occurs

1. The immediate attention is focused on the victim, and not the biter.
2. The wound of the bitten child shall be assessed, and the caregiver will administer first aid.
3. The caregiver will also apply a small icepack for a few minutes.
4. A notation of the incident will be made in the caregiver's logbook.
5. The caregiver will complete an injury report on the biting incident, and provide a signed copy for the parents.

Parent Communication Concerning Biting Incident

1. When a biting incident occurs, the parents of the victim and the parents of the "biter" will be notified by phone and written communication.
2. Parents will be provided with home literature that deals strictly with biting.
3. The center's staff will work with the parents of biters and frequent victims collaboratively to keep all informed of continuous progress or lack of progress. This process works well in alleviating the biting utilizing a team approach.
4. Parents will be asked for their patience and understanding with the children and the staff with reminders that this is a developmental issue that goes away in time.
5. If a child's biting becomes out of control and chronic, then parents should be asked to attend a conference to discuss appropriate ways to deal with the problem.
6. If a child continues to exhibit excessive biting, parents will be informed in writing about the possibility that the child may need to be removed from the Center for a duration of the biting stage. **Removal of a child from the school is chosen as a last resort only after all other strategies have been attempted.**

Techniques Used to Prevent Biting in the Classroom

1. Home literature will be provided to parents of toddlers and two year old children that deals strictly with biting as soon as the child is promoted to these classes
2. Toddlers and twos' group size will be kept as low as possible.
3. Children will have access to appropriate toys on which to bite to alleviate the pressure such as tethers or thick rattlers. (personal items)
4. Children who bite will be "shadowed" by a caregiver.
5. Caregivers will work with children to give them the words to express their frustrations.

MEDICATION POLICY (No-Medication Distributed)

The Scholar's Academy has a no-medication policy. Medication will not be given to children by personnel of the center. If medication is essential due to a condition of a child, it is the responsibility of the parents to make arrangements to come to the center to give the prescribed medication.

SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD CARE (no exceptions) Covid-19

- **Communicable Diseases**: Not permitted by law in childcare. Some of those illnesses are but are not limited to: Infectious Conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Infectious Diarrhea, Chicken Pox, Scarlet Fever, Lice, Strep Throat. If a child is thought to have a communicable disease, parents will be notified and asked to pick up their child. A child may return to care when he or she is no longer contagious and have a note from his or her physician indicating that the child may return to childcare, and all signs of illness are gone. All other parents, who have children in the classroom of the infected child will be notified of the possibility of a communicable disease and what symptoms are demonstrated.
- **Fever**: Not permitted. A child needs to be fever free for a minimum of 24 hours before returning to childcare without the aid of any fever reducing substance.
- **Diarrhea**: Not permitted.
- **Vomiting**: Not permitted. If a child vomits while at childcare, his or her parent will be expected to come within the hour to pick up the child. The child must stay home until 24 hours have passed with no vomiting episodes.
- **Runny Nose & Cough**: Children may be brought to the center if they have a common cold (slight occasional cough, clear runny nose, occasional sneezing). Discharge of any color other than clear is not acceptable in childcare. A constant runny nose which needs wiping continually is not acceptable in childcare regardless of the color. Children who have a clear runny nose which lasts longer than a week and parents suspect it may be due to allergies may continue to bring their children to childcare.
- **Rashes**: Not permitted. Any rash that produces puss or liquids, other than a mild diaper rash, must accompany the child to childcare with a note from the doctor stating it is not contagious, and the rash is not noticeable. Rashes have to be completely gone.
- **Runny and/or Crusty Eyes**: Not permitted. Watery, matted, and/or red/pink eyes are not acceptable in childcare under any circumstances.
- **Excessive Crankiness**: If your child is irritable, excessively whining or crying, wants to be constantly held, or requires more attention than the teacher can give, or disrupts the routine of the other children in the classroom may need to be kept home regardless of the presence of other symptoms. If this occurs during childcare hours, parents will be called to pick up their child.
- **Lice**: Not permitted back to childcare until after the second hair treatment and no nits are present. Children will be inspected by the center teaching staff upon arrival at the center before parents leave.
- **24-hour Rule**: Children must be free from any of the previous symptoms for a minimum of 24 hours before parents can return children to center.
- **Covid-19**: Any student tested positive for Covid-19 must stay home until they receive a negative results from a healthcare provider. The Scholars Academy will NOT honor any home covid-19 test, we ask that all students visit a clinic to be tested by a healthcare provider. All students that has come in contact with covid-19 must quarantine for five days. All students that tested positive for covid-19 must quarantine and only return back to school after he/she is symptoms free and has tested negative.

Please take the above rules seriously. Parents are encouraged to call the center and ask if they are unsure whether or not they should bring their children. Parents should have a backup plan available in the event their children are ill, and they feel they cannot miss work.

Allergic Reactions

Parents are responsible for informing the Center's staff in writing of any allergic reaction the child may have to food, liquids, etc. **A Doctor's statement is required to verify allergies to food/liquid items is for the State Department Benefit.**

Parent/Guardian Teacher Conference

The center will set up a conference to discuss matters of concern that involves parents/guardians, their children and the Center. Parent/Guardian involvement will enhance the growth of the Center and provide better care for the children it serves. It is important to the Center's success and the staff invites immediate feedback. We also ask parents to eliminate the use of the cell phones within the school in order to maintain an atmosphere that is conducive for learning. Parents will be asked to limit conversations during arrival and departure time, since this is the most critical time for effective communication between the parent and the teacher.

Cleanliness

In order for the Center to maintain a clean environment, all children are required to be clean (body and clothing) when reporting to the Center. All items (clothing, towels, bottles, diaper bag, etc.) brought to the Center for child's use must be clean before entering the Center.

Extra Hygiene Measures and Procedures

1. **Handwashing:** As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.
2. **Sanitizing/Disinfecting:** All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. **Mask wearing:** Each enrolled student over the age of two years old should come to school with a mask on and an extra mask to change if necessary.

Formal Religious Observances

The center will not celebrate specific religious holidays. We will have prayer time, bible stories read sometimes during story time and children will be taught to give thanks at mealtime. *If you as a parent/guardian object to any of these practices, please advise the director of the center.*

Visitation

Parents/Guardians are welcome to visit the center at any time. You are welcome to parties, functions or to eat lunch with your children. We do suggest however, that you not disturb the children during rest period.

Release of Personal Information

Your application of enrollment is confidential. At no time will information about your family be discussed with people outside the center without your permission. Staff will be made aware of this policy.

Toilet Training Agreement

All children in the three year old class are required to be toilet trained. If a child is ready, this process should only take a short period of time. When you are ready to begin the toilet training process, a consultation will be held between the parents and the Director. Parents and the child's teachers will be required to sign a Toilet Training Agreement. A copy will be provided for the parents and one will be placed in child's file. Pull-ups are no longer permitted during the training process. After a two-week period, the center will evaluate the child's progress. The following signs may indicate that your child is ready to begin toilet training.

1. Your child remains dry at least two hours at a time the day or is dry after naps.
2. Your child's bowel movements become regular and predictable.
3. Your child indicates by words, expressions of posture that he/she is about to urinate or have a bowel movement.
4. Your child can follow simple verbal directions.
5. Your child can take off pants or diapers and walk to the bathroom.
6. Your child is uncomfortable in soiled diapers and wants them changed.
7. Your child asks to see the toilet or grown up underwear.



PARENT CONTRACT

I understand and agree that a two week written notice is needed to end my child care services. If no notice is given, I am responsible for paying a 2 week rate and vacation/sick days may not be used. Our billing period is from Monday to Friday. Billing will be completed on Monday for the current week and payment is expected in full by Tuesday. A late fee of \$10.00 will be charged per day to accounts not paid by Tuesday. Children may NOT attend after Wednesday the week payment is due until payment is received. If my account with TSA is left delinquent, I understand that my child will be discharged from the program and his/her spot will become vacant. I have read, understand, and agree to follow the policies and procedures outlined in TSA Parent Handbook.

Our start date for child care services will be: _____. Our earliest drop-off time will be _____. Our latest pick-up time will be _____. Our (Parent) Billing and Payment cycle will be on a Weekly, Bi-Weekly, or Monthly Basis. (Please Circle)

In order for the center to schedule adequate staff and meet adult/child Licensing ratios, I understand that any change in my child’s drop-off or pick-up time must be communicated with the Director.

Parent’s Signature	Date

Director’s Signature	Date

Executive Director’s Signature	Date